

**New Hampshire Department of Transportation
Bureau Of Highway Maintenance**

**Communication Plan Matrix
EIP-8-Form 8a**

Internal Communications			
Target Audience and Purpose	Information Communicated	Method or Approach	Person(s) Responsible
All Employees – for general awareness of EMS.	Environmental Policy; Significant Aspects and Impacts; Current Objectives and Targets;	Annual Meeting, Safety Day	OSC, Director, Bureau EMS Team
All Employees	Legal and regulatory requirements, and the potential consequences of regulatory noncompliance; Pollution prevention policies and initiatives	Written communications, Safety Day, Patrol Foreman's Meetings	OSC, Director, Bureau EMS Team
All Employees	Current Topic/Recent Equipment Purchase/EMS Action Plan	Posters, written communication, Safety Day, Foreman's Meetings	OSC, Bureau EMS Team
All Employees & Safety Committee Members	EMS General Update	Safety Days, written communications, Foreman's Meetings	Bureau EMS Team
New Employees	EMS Awareness Training	Presentation/New Employee Orientation	OSC
Bureau Administrator & Assistant Administrator & OSC	EMS Management Review	PowerPoint Presentation	Bureau EMS Team
All Employees	EMS Informational Update Training	PowerPoint Presentation	Bureau EMS Team
All Employees – for general awareness of EMS.	Operational Control Procedures and work instructions related to EMS	Initial New Employee Orientation and annual Training, tool box training presentations, safety day	Bureau EMS Team, Patrol Foreman, Maintenance Supervisors
All Employees	Employee reporting of environmental concerns and suggestions for improvements		

**New Hampshire Department of Transportation
Bureau Of Highway Maintenance**

**Communication Plan Matrix
EIP-8-Form 8a**

External Communications			
<i>Target Audience and Purpose</i>	<i>Information Communicated</i>	<i>Method or Approach (Choose appropriate method(s))</i>	<i>Person(s) Responsible</i>
Contractors, Suppliers/Vendors	The Environmental Policy, pollution prevention policies and initiatives, legal and regulatory requirements	Face-to face Meeting, Email, Mail, Phone Conversation, Contractor and Supplier Safety and Environmental Checklist (EIP-Form 6b), Carry In Carry Out Letter	EMS Team, Maintenance Supervisors, Patrol Foreman
Contractors, Suppliers/Vendors	Complaints from the public, inquiries, and inspections from regulatory agencies	Face-to face Meeting, Email, Mail, Phone Conversation, Contractor and Supplier Safety and Environmental Checklist(EIP-Form 6b), Carry In Carry Out Letter	EMS Team, Maintenance Supervisors, Patrol Foreman and Bureau Administrative Staff
Other State Departments	Request for input, Request for documents.	Face-to face Meeting, Email, Mail, Phone Conversation,	EMS Team, EMS Coordinator or designee
Public Information	EMS Documents	Bureau Internet homepage	Bureau EMS Coordinator and Bureau administrative staff